

Position Title: Outreach and Recruitment Specialist

Direct Link to Position: https://kumc.wd5.myworkdayjobs.com/kumc-jobs/job/Kansas-City-Metro-Area/Outreach-and-Recruitment-Specialist_JR002300

Job Description Summary:

This role is an opportunity for a motivated and outgoing individual with a desire to help prepare high school and undergraduate students interested in a career as a physician. The individual will work with students, community members, faculty, and advisors to prepare students to apply to the University of Kansas School of Medicine. The position will be remotely based with travel across Kansas and the Midwest. Temporary office space will be available at the University of Kansas Medical Center (KUMC) campus in Kansas City, KS, along with the School of Medicine in Salina, and in Wichita. This individual will be focused on promoting student enrollment in pipeline programs and M.D. programs offered by the School of Medicine, through community outreach activities, career fairs, and targeted visits to schools and campuses in Kansas and the Midwest.

This individual must be able to travel. Travel is heaviest in the Fall & Spring campus semesters (late August through mid-December and mid-January through April), with weekly travel to schools and universities during this time. The potential to travel to multiple schools in one week may occur during peak campus recruiting seasons. Flexibility to work nights and weekends.

The School of Medicine Office of Admissions enjoys strong collaborations across multiple disciplines within the School of Medicine as well as in partnerships across the state of Kansas. This individual will develop an understanding of SOM programs and will collaborate with healthcare providers in Kansas and elsewhere in our region to provide insights and perspectives on becoming a physician. The person filling this role will contribute to the mission and success of the SOM by aligning with the University's mission and strategic plan.

This individual will be responsible for creating and leading innovative recruitment campaigns, including in-person, online, and social media efforts to foster connections with target audiences. An important element of this role will be educating these groups about a career as a physician and preparing for medical school.

This position will help to identify and recruit excellent candidates for the MD program at the University of Kansas School of Medicine.

Job Description:

Required Qualifications:

- Bachelor's or higher degree
- Demonstrated knowledge of health care professions
- Effective oral and written communications skills
- Ability to initiate and exercise independent judgement
- Demonstrated ability to establish and engage communication with young adults and with school administrators
- Ability to work effectively and comfortably with a diverse faculty, workforce, student body, and community partners
- Ability to travel

Preferred Qualifications:

- A master's degree
- Demonstrated experience with career counseling
- Previous experience advising or counseling high school or undergraduate students
- Previous experience working in a post-secondary academic setting

Job Duties Outlined:

- Promote the SOM and KUMC mission and vision; participate in local/state/regional outreach activities to engage with potential applicants, families, and advisors; foster interest among potential applicants for the MD program.
- Develop partnerships and connections with local and regional educational institutions that may be sources of highly desirable applicants.
- Pursue opportunities to recruit for enhanced diversity among students applying to the SOM programs and on the SOM campus.
- Visit with high school and undergraduate programs and meet with individual students to outline options for careers in medicine; discuss components of a competitive application to medical school.
- Communicate with a wide range of audiences regarding admissions requirements and application process for the SOM.
- Work effectively and in collaboration with Admissions, Office of Diversity and Inclusion, and Rural Medical Education to identify and promote existing and emerging pipeline program opportunities for students to consider.
- Maintain records of activities, contacts, costs, and information requests associated with recruiting and outreach activities; prepare and submit reports as necessary to meet administrative and accreditation needs.
- Develop, revise and update virtual and hard copy promotional materials, brochures, and strategies to promote awareness of and interest in programs offered by the SOM; implement a sustained plan for recruiting applicants.
- Understand the scope of student expenses related to a medical degree; familiarity with student financial aid options and other resources that may be available as leverage to offset financial concerns.
- Travel within Kansas and to other midwestern states for in-person visits to schools and universities, career and job fairs, or similar recruiting events.
- Versatility and skill with common and emerging social media platforms to engage and communicate effectively with potential applicants.
- Other special projects and duties as assigned.

Required Documents:

- Resume/CV
- Cover Letter
- 3 references, ideally with at least one from a supervisor at a job necessitating similar skills